

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duties of which are assisting the Fire Chief in managing all operations of the department on an assigned shift and assisting in the management of personnel on that shift. The incumbent of this class performs financial management duties, oversees the preparation and maintenance of records, oversees repairs and maintenance to department equipment, facilities, and operating systems, and provides for employee training, in addition to taking command and directing emergency scene operations until relieved by the Fire Chief. The Deputy Fire Chief works primarily independently in the performance of assigned duties, receiving special assignments from and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in managing all operations of the fire department on an assigned shift, including deciding on department organization. Performs the duties of the Fire Chief in the Chief's absence. Assists in setting management policies, goals, and objectives for the department. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint.

Gathers information for and assists in the preparation of the departmental operating budget. Accounts for the money and assets of the assigned shift. Reads department correspondence and either handles the matter personally or assigns it to the appropriate subordinate for reply.

Assists in making decisions concerning what information should be included in departmental records and in deciding in what form this information should be kept. Supervises preparation and maintenance of departmental records by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Completes records, including payroll records. Compiles information needed and writes reports required to document department activity.

Supervises subordinate department personnel. Holds meetings with subordinates to receive reports and disseminate information. Assigns work or duty areas. Oversees and evaluates the work performance of subordinates. Resolves employee complaints and

grievances. Assists the Fire Chief in maintaining discipline among all department employees.

Operates within the Incident Command System (ICS). Performs size-up and directs subordinates in rescue, forcible entry, ventilation, protections of exposures, fire extinguishment, pump operations, salvage and overhaul, first aid, and CPR. Takes charge of all safety procedures at the scene of a fire or other emergency. Participates in handling emergencies involving hazardous materials. Maintains fire ground communications. Provides for securing the fire scene to prevent damage or removal of evidence of possible arson.

Assists in developing a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by scheduling employees for outside training when departmental training is not available.

Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Writes specifications for new department equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for admission to the test.

Must submit a completed application to the St. Bernard Fire Civil Service Board secretary.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

At the time of application for examination, must be an incumbent in the class of District Fire Chief. Must be a regular and permanent employee in the class of District Fire Chief for at least two (2) years on or before exam date.

Must have and maintain all certifications required of a permanent District Fire Chief.

After July 01, 2018 must have the following certifications:

- Fire Service Instructor II
- Fire Officer III

STB
REV

08-23-71
01-09-78
08-28-84
03-02-93
10-24-94
02-01-95
04-30-97
10-13-14
02-22-16